COMMONWEALTH OF KENTUCKY
JOB CLASS SPECIFICATION

PUBLIC ACCOUNTS AUDITOR VI - IT

Job Number: 20001686

Job Code: 91870V151116

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 12/16/2007

Job Revised: 08/16/2015

Grade: 17 Salary (MIN - MID): | Special Entrance Rate:

$24.055-$31.869 - Hourly | **$25.257 - Hourly**

$3,908.94-$5,178.72 - 37.5 Hr. Monthly Salary | **$4,104.28 - 37.5 Hr. Monthly Salary**

$4,169.54-$5,523.96 - 40 Hr. Monthly Salary | **$4,377.88 - 40 Hr. Monthly Salary**

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: http://www.lrc.ky.gov/kar/101/001/325.htm.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under limited direction of the Information Technology (IT) Audit Manager/Division Director, serves as agency technical advisor in one or more specialized audit areas. May serve as advisor for implementation of IT audit system controls as assigned. Serves as auditor-in-charge of complex IT audit engagements while also serving as a technical IT audit resource for other complex audit engagements or initiatives. Responsible for all assigned administrative duties; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree which includes twenty semester hours or thirty quarter hours in accounting OR a bachelor's degree in a computer science field.

EXPERIENCE:

Must have six years of professional auditing experience OR six years of professional experience in a computer science field (such as computer programming, systems analysis, data base analysis, information systems management) which must include at least three years of professional audit experience.

Substitute EDUCATION for EXPERIENCE:

Any of the following four options will substitute for one year of the required experience (either auditing or computer science experience). If any of these options are utilized, applicant must still have at least three years of professional audit experience to qualify as noted above. 1. A master's degree in accounting, business administration, or a computer science field; 2. Passing score on the Certified Information Systems Auditor exam; 3. Passing score on the Certified Public Accountant exam; 4. Passing score on the Certified Fraud Examiner exam; 5. Bachelor's degree which MUST include twenty semester hours or thirty quarter hours in accounting AND eighteen semester hours or twenty-seven quarter hours in computer science.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.)**:**

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under limited direction of the Information Technology (IT) Audit Manager/Division Director, serves as adviser to IT Audit Manager/Division Director regarding system hardware and software applications for complex audit engagements or initiatives that may include complex data retrieval and analysis procedures. May be required to prepare and provide testimony before legislative committees and law enforcement agencies. Generates various ad hoc reports at the request of agency management for audit or administrative use. While assigned as auditor-in-charge to complex audits, may also be required to perform complex procedures for other audit engagements or to act as auditor-in-charge over multiple IT audit engagements. Prepares or presents staff training as assigned. Maintains required communications for other audit divisions concerning IT audit involvement. Responsible for IT audit engagement planning and completion including review of audit working papers and findings. Revises planned audit procedures as necessary, assists IT audit staff with assigned audit procedures as needed. Prepares and submits status reports to the IT Audit Manager as requested. Ensures time and expense reporting of assigned staff and performs other administrative responsibilities as requested by the IT Audit Manager.

UNIQUE PHYSICAL REQUIREMENTS:

Normal physical activity is required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office environment. Periodic overnight travel is required to perform on-site audit procedures and to attend training opportunities as assigned.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.